

Manistee Harbor Commission Agenda

Tuesday, April 16, 2019 at 1:00 p.m. – Second Floor Conference Room,
70 Maple Street, Manistee MI 49660

Call to Order

Oath of Office Administration by Clerk's Office

Approval of Agenda

Public Comments on Agenda Items (5 minute limit)

Approval of Minutes

- Minutes of January 15, 2019

Unfinished Business

- Marina Patio
- Day Dock / Guest Dock Program

Reports

- Harbormaster – Update on Marina and Riverwalk Repairs and Riverbank Erosion
- City Manager

New Business

- Other

Public Comment (5 minute limit)

Comments by Harbor Commissioners

Adjourn

Strategic Plan Action Items:

- | | |
|-------------------------------|---------------------------------------|
| • 1.1.1 Ordinance Review | • 4.1.2 Change of Focus |
| • 1.1.2 Recruitment | • 4.1.3 Early & Late Season |
| • 2.1.1 Skid Piers | • 5.1.1 Around the Lake Discussions |
| • 2.1.2 Docks | • 5.1.2 Sister Marina |
| • 2.1.3 Boat Launches | • 5.1.3 Reach Out to Key Stakeholders |
| • 3.1.1 Loss Revenue | • 6.1.1 Update Website Info |
| • 3.1.2 Revenue Sources | • 6.1.2 Marina Relationships / DDA |
| • 3.1.3 Expenses | • 6.1.3 Update Info in Visitors Guide |
| • 4.1.1 Transient Users Needs | |

HARBOR COMMISSION MINUTES MEETING OF JANUARY 15, 2019

A meeting of the Manistee Harbor Commission was called to order by the Chair on Tuesday, January 15, 2019 at 1:00 p.m. in the Second Floor Conference Room, City Hall, 70 Maple Street, Manistee MI 49660.

Roll Call	Present	Excused Absence	Unexcused Absence
Commissioner Fritz Boehm		✓	
Commissioner Ty Cook	✓		
Commissioner Tim Kozal	✓		
Commissioner Tom Swedenborg	✓		
Commissioner Alex Zaccanelli	✓		
Commissioner Glenn Zaring			✓
Commissioner Roger Zielinski	✓		
City Manager Thad Taylor	✓		

OTHERS PRESENT: None

APPROVAL OF AGENDA

MOTION by Alex Zaccanelli, second by Roger Zielinski, to approve the agenda as submitted. Voice vote - motion carried.

PUBLIC COMMENTS ON AGENDA ITEMS

- None

ELECTION OF OFFICERS

As required in the bylaws, the election of officers shall occur at the first meeting of each calendar year and officers shall take office upon selection and shall hold office for a term of one year.

For the position of Chair:

Alex Zaccanelli nominated Tom Swedenborg

There being no further nominations, all voted in favor of Tom Swedenborg as Chair.

For the position of Vice-chair:

Alex Zaccanelli nominated Fritz Boehm

There being no further nominations, all voted in favor of Fritz Boehm as Vice-Chair.

APPROVAL OF MINUTES

MOTION by Roger Zielinski, second by Alex Zaccanelli, to approve the minutes for the October 16, 2018 as presented. Voice vote - motion carried.

UNFINISHED BUSINESS

Marina Patio Area. This project was put on the back burner when the seiche event happened. Ty Cook noted that he had met with the head of PCA some time ago but missed an opportunity to follow up. Glenn Zaring had approached the waste-hauler. Background on this project was provided. Donations would be needed to move forward.

- Design Committee (Cook, Zielinski, Smith) – No report.
- Finance Committee (Zaring, Boehm, Zaccanelli) – No report.

Day Dock / Guest Dock Program. Original concept was to find someone to purchase a seasonal dock that would be used for temporary dockage for visitors. River Street Station has a dock, Bluefish has dockage. Marina staff regularly allows temporary dockage for visitors if space is available. Discussed signing a courtesy dock along the wall.

Miscellaneous discussion on dogs on the Riverwalk and Council's work on the animal ordinance.

STAFF REPORTS

Harbormaster. Presented revised timeline for Riverwalk and Marina dock repairs. The bid package includes an addendum to get prices on remaining dock upgrades. Discussed Waterways Commission and Community Foundation grant applications this spring for funding. The insurance adjuster determined that the Marina lost \$22,171 in slip rentals and \$2,077 in lost fuel sales due to damage from the April 2018 seiche event. The dollar amounts were determined by an analysis of slips and fuel sales in prior years. Ty Cook concerned about repair timeline impacting the Tight Lines for Troops event in May.

Laura Brennan will be back next year. Discussed City's participation in the Chamber's Business Expo to attract students to seasonal city employment opportunities. Marina open space rentals are up. City is installing electronic locks on all public restrooms to help address vandalism.

Approached the Waterways Commission with the Harbor Commission's request to increase the number of seasonal docks from 10 to 18; waiting for a response. Submitted annual report to the DNR and updated all licenses. Discussed the need for a fire alarm upgrade. Requesting bids to fix the current system but needs to install a complete alert system that is estimated to cost \$12,000 to \$15,000. This is a priority over the patio and will need discussion during the annual budget process.

City Manager. Provided copies of 2018 Highlights booklet. US Coast Guard Station Manistee is affected by the government shutdown, discussed ways to assist.

NEW BUSINESS

- Annual Review of Bylaws - *MOTION* by Roger Zielinski, second by Ty Cook to accept the bylaws as presented; no changes are required. Voice vote – motion carried.
- Annual Review of Strategic Plan – *MOTION* by Roger Zielinski, second by Alex Zaccanelli to continue with the current plan. Voice vote – motion carried.

- Annual Review of Member Roster – *MOTION* by Roger Zielinski, second by Alex Zaccanelli to approve the roster as updated. Voice vote – motion carried.

PUBLIC COMMENTS

- None.

OTHER COMMENTS

- Roger Zielinski – Will be resigning from the Harbor Commission so he can devote more time to mayoral and council responsibilities. Will continue to attend and provide updates to the commission when necessary.

ADJOURNMENT

Next meeting is scheduled for April 16, 2019 at 1:00 p.m. in the Second Floor Conference Room, City Hall, 70 Maple Street, Manistee, Michigan.

MOTION to adjourn by Roger Zielinski, second by Alex Zaccanelli at 1:50 p.m.

Draft - cl

Cynthia Lokovich, CAP-OM
Recording Secretary